

## **STAFF COMMITTEE**

A staff committee is an essential body within an organization formed to deliberate on issues that affect staff welfare, discipline, development, and general administration. In the context of library and information centres, the staff committee serves as a bridge between management and employees, ensuring that decisions reflect fairness, inclusion, and professional input. It promotes participatory management, enhances communication, and encourages staff members to contribute meaningfully to the growth of the institution.

A staff committee can be described as a formally constituted group of staff representatives who meet regularly to discuss, advise, and recommend actions on matters concerning personnel and organizational development. It serves both advisory and consultative functions, helping management to make informed decisions while protecting staff interests. Through this process, the committee helps in building mutual trust, transparency, and accountability within the system.

The composition of a staff committee is usually balanced to reflect fairness and representation across departments. It typically includes a chairperson, who leads discussions and ensures orderly conduct of meetings; a secretary, who records minutes and communicates decisions; and representatives from various departments or staff associations. In some cases, co-opted members or experts may be invited to provide technical advice on specific issues. Such inclusive representation ensures that all categories of staff have a voice in matters that affect them.

## **TYPES OF STAFF COMMITTEE EXISTING IN AN ORGANISATION**

### **Appointments and Promotions Committee**

The Appointments and Promotions Committee is responsible for overseeing all matters related to staff recruitment, confirmation, and promotion. It ensures that employment procedures are fair, transparent, and consistent with institutional policies. The committee re

views applications, interviews candidates, and recommends qualified individuals for appointment or promotion. It also evaluates staff performance based on merit, competence, and years of service. In academic institutions, this committee assesses research output, teaching effectiveness, and contributions to the institution before recommending promotion. Its work helps maintain high professional standards and prevents favoritism in staff advancement.

## **2. Staff Welfare Committee**

The Staff Welfare Committee focuses on the general well-being and comfort of employees. It identifies and addresses issues that affect staff morale, such as health services, housing, recreation, transport, and safety. The committee advises management on welfare programs, health insurance, staff canteens, and social activities. It also ensures that working conditions are safe, humane, and conducive to productivity. In many organizations, this committee plays a major role in promoting work-life balance and improving employee satisfaction, which in turn enhances loyalty and performance.

## **3. Disciplinary Committee**

The Disciplinary Committee handles cases involving breaches of conduct, negligence, or indiscipline among staff members. It investigates allegations, ensures fair hearing, and recommends appropriate sanctions or corrective measures. The committee operates within the framework of the organization's regulations and code of ethics. Its main objective is not only to punish but also to maintain discipline, integrity, and professionalism within the workforce. The committee ensures that justice is done and that both the organization's image and staff morale are preserved.

## **4. Grievance and Complaints Committee**

The Grievance Committee provides a formal platform for employees to express dissatisfaction, complaints, or disputes relating to working conditions, supervision, or interpersonal

al conflicts. It listens to both parties involved, investigates the issue, and makes recommendations for resolution. The existence of this committee prevents minor misunderstandings from escalating into major crises. It also helps to promote fairness, transparency, and industrial harmony by ensuring that employees' concerns are addressed promptly and justly.

#### **5. Training and Staff Development Committee**

The Training and Staff Development Committee is concerned with capacity building and professional growth. It identifies training needs, plans workshops, seminars, and conferences for staff, and ensures continuous skill development. The committee also recommends staff members for scholarship programs, study leave, and professional certification courses. Its work enhances staff competence, improves service quality, and prepares employees for higher responsibilities. In libraries and educational institutions, this committee plays a key role in encouraging continuous learning and innovation.

#### **6. Health and Safety Committee**

The Health and Safety Committee ensures that the workplace environment complies with health, safety, and environmental regulations. It inspects facilities, identifies hazards, and advises management on preventive measures. The committee also organizes safety drills, first aid training, and emergency response planning. Its presence demonstrates the organization's commitment to staff well-being and helps prevent accidents or occupational hazards that may disrupt productivity.

#### **7. Finance and Budget Committee**

The Finance and Budget Committee assists management in preparing and monitoring the organization's financial plans. It reviews departmental budget proposals, ensures prudent resource allocation, and tracks expenditures. The committee also evaluates the financial implications of new projects and advises on cost-saving measures. In academic and

public institutions, it ensures accountability and transparency in the use of funds allocated for salaries, welfare, and development projects.

#### **8. Research and Publications Committee**

In educational and research-based institutions, the Research and Publications Committee promotes scholarly activities, publication ethics, and dissemination of research findings. It evaluates research proposals, recommends funding, and reviews manuscripts for institutional publications or journals. This committee ensures that the institution maintains a vibrant research culture and adheres to ethical standards. It also supports staff in publishing their work in reputable journals and conferences.

#### **9. Library Committee**

In academic settings, the Library Committee serves as a specialized staff committee that assists in formulating library policies, planning budgets, and advising on collection development. It ensures that library services meet the academic and research needs of staff and students. The committee represents the interests of various departments and promotes the effective use of library resources.

#### **10. Staff Housing or Accommodation Committee**

Where staff quarters or housing facilities exist, the Housing Committee manages allocation, maintenance, and related policies. It ensures fairness in the distribution of accommodations and oversees the proper use of the facilities. The committee also advises management on renovation or expansion needs and coordinates with relevant departments to improve living conditions for staff members.

### **FUNCTIONS/OBJECTIVES OF A STAFF COMMITTEE**

**Promotion and Safeguard of Staff Welfare Within an Organization.**

This involves ensuring that employees work under favorable conditions, have access to necessary facilities, and enjoy basic welfare benefits such as health care, recreational opportunities, and fair remuneration. The committee identifies staff needs and recommends ways of improving welfare packages, such as medical allowances, staff housing, leave benefits, and social support programs. By addressing welfare issues, the staff committee helps to boost morale, job satisfaction, and overall productivity.

### **Encouragement of Participatory Decision-Making in the Workplace.**

Rather than allowing management alone to make decisions that affect everyone, the staff committee provides a platform where employees can contribute their opinions and ideas on policy and administrative matters. This democratic approach makes staff feel recognized and valued in the organization. It also strengthens commitment and reduces resistance to change because decisions are collectively understood and supported.

### **Resolving of Grievances and Conflicts among Staff and Between Staff and Management.**

In any organization, misunderstandings and disputes are inevitable, but the presence of an active staff committee helps to handle such issues before they escalate. The committee provides a fair and confidential channel through which complaints are received, investigated, and resolved. This ensures peace, discipline, and harmony in the workplace while maintaining mutual trust between management and staff.

### **Advise Management on Recruitment, Promotion, and Staff Development Policies.**

The staff committee contributes valuable insights on how to attract, retain, and develop qualified personnel. It may recommend fair and transparent promotion procedures, appropriate training opportunities, and equitable appraisal systems that motivate staff performance. Through such advisory roles, the committee ensures that human resource decisions are based on merit and institutional needs rather than favoritism or bias.

### **Promotion of Training and Capacity Building Among Employees.**

The staff committee identifies the training needs of workers and recommends opportunities for professional development through workshops, seminars, conferences, and on-the-job training. This helps to keep employees competent, up-to-date, and productive, especially in knowledge-driven institutions such as libraries. Well-trained staff can adapt better to technological changes, improve service delivery, and contribute meaningfully to organizational goals.

### **Effective Communication between Management and Staff**

In many organizations, communication gaps often lead to misunderstanding and misinformation. The committee acts as a link by conveying staff concerns and suggestions to management while also communicating management decisions and policies back to staff. This two-way communication fosters transparency, reduces tension, and promotes cooperation within the organization.

### **Promotion of Teamwork and Good Working Relationships**

By organizing social events, recognition programs, and collaborative projects, the committee helps to strengthen interpersonal relationships and unity of purpose among workers. A harmonious work environment enhances efficiency, reduces conflicts, and creates a sense of belonging among staff members.

### **Maintenance of Discipline and Professional Ethics within the Organization.**

It helps to define acceptable conduct, uphold professional standards, and support disciplinary processes when necessary. This ensures that all employees comply with institutional rules, show respect for authority, and maintain a high level of professionalism in the discharge of their duties.

## **Monitoring of the Implementation of Management Decisions that affect Staff Welfare and Operations.**

The committee ensures that policies and recommendations approved by management are properly executed. By doing so, it helps to prevent delays, negligence, or selective implementation of decisions, thereby promoting accountability and fairness in the system.

## **CHALLENGES FACED BY STAFF COMMITTEES IN AN ORGANISATION**

### **1. Lack of Management Support**

One of the greatest challenges staff committees face is inadequate support from top management. In some organizations, management forms committees for formality's sake but fails to take their recommendations seriously. When decisions and reports submitted by the committee are ignored or delayed, members lose motivation and interest. This lack of recognition weakens the committee's influence and makes its efforts seem irrelevant.

### **2. Inadequate Funding and Resources**

Committees require financial and material support to function effectively. Many staff committees struggle because they are not given funds for meetings, documentation, transportation, or welfare activities. Without adequate funding, they cannot organize sessions, collect data, or implement their recommendations. This leads to inefficiency and delays in achieving set objectives.

### **3. Poor Communication and Information Flow**

Ineffective communication between the committee, management, and staff is another major obstacle. Sometimes, members are not properly informed about meeting schedules or agenda items. Likewise, outcomes of committee meetings are not effectively commun

icated to the larger staff body. This creates misinformation, misunderstanding, and mistrust, leading to poor coordination and low morale.

#### **4. Lack of Commitment from Members**

Some committee members do not take their roles seriously. They attend meetings irregularly, arrive late, or fail to contribute to discussions. This lack of dedication reduces the quality of deliberations and leads to slow decision-making. When members are not actively involved, the workload falls on a few committed individuals, which causes fatigue and frustration.

#### **5. Political Interference and Favoritism**

In some organizations, appointments into committees are influenced by favoritism or personal connections rather than competence. This political interference leads to bias in decision-making, especially in sensitive matters such as promotion or discipline. Favoritism destroys the committee's credibility and breeds resentment among staff, making it difficult to maintain fairness and trust.

#### **6. Role Ambiguity and Overlapping Functions**

Another challenge is the lack of clear definitions of duties and responsibilities. When two or more committees have similar functions, confusion and duplication of effort occur. This overlap often causes conflict, delays, and waste of resources. Role ambiguity also makes it difficult to evaluate the performance of each committee objectively.

#### **7. Delay in Decision-Making and Implementation**

Some committees take too long to deliberate on issues, and even when decisions are made, management may delay implementation. Bureaucratic procedures, frequent postpone



ment of meetings, or excessive debate can slow down progress. These delays frustrate staff expectations and reduce confidence in the committee system.

#### **8. Limited Expertise and Lack of Training**

Some members lack the necessary knowledge or experience to handle the issues assigned to their committees. Without proper orientation and training, members may find it difficult to analyze problems, interpret policies, or write meaningful reports. This lack of expertise leads to poor recommendations and weakens the committee's professional credibility.

#### **9. Conflict of Interest and Personal Bias**

Committee members sometimes allow personal interests or emotions to influence their judgment. When decisions are based on personal relationships or selfish motives, fairness and objectivity are compromised. This leads to dissatisfaction among staff and reduces trust in the committee's integrity.

#### **10. Inadequate Monitoring and Evaluation**

In many organizations, there is no proper system to monitor or evaluate the performance of staff committees. Without periodic review, committees may become inactive, outdated, or disconnected from the organization's goals. Lack of evaluation also prevents management from identifying areas where committees need improvement or restructuring.

### **LIBRARY COMMITTEE**

A Library Committee is an advisory and policy-making body established to assist in the effective management and development of a library within an institution or organization. It serves as a bridge between the library administration and its users, ensuring that the library's objectives align with the broader goals of the parent institution. The committee pro

vides guidance on key areas such as budget allocation, policy formulation, collection development, and service improvement. By representing the interests of both staff and users, the library committee helps to create a balanced approach to decision-making and promotes the overall growth of the library.

The justification for establishing a library committee lies in the need for participatory governance, transparency, and professional oversight in library management. It prevents unilateral decision-making by ensuring that diverse perspectives inform library operations. It also enhances accountability, as decisions on resource acquisition, staffing, and policy are deliberated upon collectively. By involving different stakeholders, the committee builds trust and promotes cooperation between the library staff and the user community.

The composition of a library committee usually reflects the diversity of its parent institution. It typically includes representatives from various departments or faculties, senior administrative staff, and the librarian, who often serves as the secretary. In academic institutions, members may consist of faculty representatives, student representatives, and sometimes non-teaching staff. This broad membership ensures that the needs and perspectives of all stakeholders are adequately represented. The chairman is usually a senior academic or administrative officer appointed by the institution's head, while the university or college librarian serves as a key member providing professional expertise.

## **OBJECTIVES/FUNCTIONS OF A LIBRARY COMMITTEE**

### **Advise on Library Policy Formulation and Implementation.**

This includes decisions on library services, borrowing regulations, opening hours, and the use of electronic and digital resources. The committee ensures that library policies are user-friendly, fair, and consistent with the institution's mission. It also reviews and updates policies periodically to respond to changing information needs and technological advancements.

### **Budget Planning and Resource Allocation.**

The committee plays a key role in advising management on the library's annual budget, ensuring that funds are appropriately distributed for book purchases, electronic resources, equipment, maintenance, and staff development. It also monitors the library's financial performance to ensure accountability and efficiency. In many institutions, the committee helps to prioritize acquisitions and approve major expenditures to maintain transparency and fairness in resource utilization.

### **Collection Development and Evaluation.**

It recommends materials to be acquired, ensures that selections reflect academic and research priorities, and eliminates outdated or irrelevant materials. Through departmental representatives, the committee ensures that all subject areas are adequately represented in the library's holdings. This helps to maintain a balanced and relevant collection that supports teaching, learning, and research. The committee may also review usage statistics and feedback from users to assess the effectiveness of the library's resources and services.

### **Library Planning and Development.**

It provides input on infrastructural expansion, automation, and the introduction of new technologies. The committee may oversee major projects such as the construction of new library buildings, digitization of materials, or implementation of library management systems. Its guidance ensures that development initiatives are aligned with institutional priorities and meet the needs of users.

### **Promotion of Library Use and Services.**

It assists in promoting reading culture, organizing library orientations, and encouraging faculty and students to make effective use of available resources. By facilitating collabor

ation between the library and academic departments, the committee helps integrate information literacy into the curriculum and fosters a culture of lifelong learning among users.

**It is a Link between the Library and the Institution's Management.**

It communicates library needs and challenges to the governing council or academic board and ensures that decisions taken at the institutional level reflect the realities of the library. This representation ensures that the library receives adequate recognition, funding, and policy support from higher authorities.